

Christ’s College Cambridge **JOB DESCRIPTION**

**Job title: Commis Chef**

**Responsible to**: Executive Head Chef via the Sous Chefs and Senior Chef de Parties

**Head of Department:** Operations Manager

**Place of work:** Christ’s College, Cambridge and associated properties

**Salary range:** Grade 3; points 23-26on the University single salary spine. £21,197 - £22,662

**Hours:** Permanent, full time, 37.5 hours per week worked over a rota system which will include working evenings and weekends.

**Holidays:** 36 days annual leave (inclusive of public holidays).

**Pension scheme:** The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt out at any time.

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**Job summary:**

As a Commis Chef, you will be responsible for the assisting the Chef de Parties and Senior Chef de Parties in the preparation of food from your section. You will be reporting directly to the Head Chef, Sous Chef and Senior Chef de Partie. You will help create memorable experiences for guests, also ensure a high quality of the food served by your section.

**Key responsibilities:**

* To learn and assist in the preparation, cooking and presenting of a range of dishes to a high standard which meets and exceeds the College’s expectations.
* To help to ensure that the kitchen area, equipment and storage areas are kept clean and tidy at all times.
* To work efficiently and safely.
* To liaise effectively with other staff on the team, Front of House and from other departments and with external service providers such as delivery staff.
* To learn about food allergies and the appropriate measures in place to deal with these.
* To learn to be commercially minded and work within budget constraints.
* To learn to work to and maintain the highest standards of hygiene and food safety.
* To complete Departmental Training program as required by the department.

**General responsibilities:**

* To take part in the College’s appraisal scheme and to undertake training as required.
* To be responsible for your own health and safety in the workplace.
* To fully comply with all the College’s policies including equality of opportunity and data protection.
* To undertake any other reasonable request or duties commensurate with your post.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

**PERSON SPECIFICATION**

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| **Criteria** | **Essential** | **Desirable** |
| **Education/**  **Qualifications** | * GCSE level, preferably to include English and Maths or equivalent | * City & Guilds 706/1 or * NVQ 1 and/or working towards achieving level 2 * Basic food hygiene certificate |
| **Experience** | * Some practical experience working in a busy kitchen environment * Experience of working in a team * Some experience of applying good customer service skills |  |
| **Abilities** | * A Willingness to learn * Potential to achieve and maintain high levels of service and hygiene * Ability to cope under pressure * Accuracy and attention to detail * Ability to work as part of a team |  |
| **Personal attributes** | * Clean and tidy appearance * Honest, reliable and hard working * Willingness to get on people |  |

**November 2022**